



# Quick Look at Adding a Location

Use this Quick Look Guide to learn how to add a location for your Organization

Log in to **kynect resources** and from the **Workspace**, click the **Organization** link

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

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My Favorites

Organization

Resources

Staff

## Referral Inbox

Client

Location

1 items selected ▼

Resource

0 items selected ▼

Status

3 items selected ▼

Created



Days Open

None ▼

Search

Reset

ID	First Name	Last Name	Referral Date	Created	Resource R...	Location	Status	Edit
REF-2435	Amy	Brand	5/20/2022	11 days ago	Animal Adoption	Albany, Tri-Coun...	In Progress	▼
REF-2434	Alexis	Dale	5/20/2022	11 days ago	Animal Shelters	Albany, Tri-Coun...	New	▼

**From the Organization screen, scroll to bottom of the page and click the Add Location button to add a new location**

## Locations

Edit

Albany, Tri-County Animal Shelter  
1990 Kentucky 90  
Albany, Kentucky 42602

Add Location

The expanded kynect is working to keep every Kentuckian safe, healthy and happy.

Go to [kynect.ky.gov](https://kynect.ky.gov) to see all your options.

Complete all the **Location** information and click **Save** at the top right corner.



[← Back to Organization Details](#)

## Add Location

**Location Address**

\* Location Name

\* Status

Description

**Address**

\* Address Line 1

Address Line 2

\* City

\* State

\* Zip code

**Location Point of Contact**

Name

Email

Phone

Phone Extension

Hours of Operation

Time Zone

Email

Phone

URL

☐ This Location is the headquarters

**Special Instructions**

Special Location Instructions

Public Transportation Notes

Parking Instructions

**Available Languages**

Languages

**Announcements**

Announcements Text

Display Announcement ☐

The **Location** is now added and visible from the Organization home screen.

To add or assign resources to the newly added location, see the Quick Look at Adding Resources Quick Reference Guide.



### Organization

Save

Contact Information

\* Legal Name

Albany, Tri-County Animal Shelter

Commonly Used Name

Website

http://www.facebook.com/friendsotricountyalba

Phone Number

(606) 387-0943

Email Address

Tax ID

None

☒ Resources Provided Statewide?

Social Media

Facebook URL

Twitter Handle

Physical Address

Street

1990 Kentucky 90

City

Albany

State

Kentucky

Zip

42602

\* Status

Active - Allow referral

Lead Point of Contact

Name

Jamie Scott-Cross

Email Address

tricoanimalshelter@outlook.com

Phone

(606) 387-0943

Phone Extension

### Locations

Add Location

Edit

Albany, Tri-County Animal Shelter  
1990 Kentucky 90  
Albany, Kentucky 42602

Edit

Lee County  
123 North Center Street  
Ashland, Kentucky 41101

With multiple locations listed, when adding staff, a **Primary Location** may be selected to assign a staff member to a specific location.



**kynect resources** Search Keyword Search By Category Referral Inbox

**My Workspace**

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- Referral Dashboard
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- Organization
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- Staff**

**Team** All Locations **Add User**

First Name	Last Name	Primary Location	Role	Training Compl...	Phone No.	Status	View
Julie	Macaron	Albany, Tri-County A...	Admin	Not Complete	(895) 412-3695	Active	▼
Test	Test		Admin	Not Complete	(434) 564-5645	Active	▼
Tracy	Williams	Albany, Tri-County A...	Admin	Not Complete	(317) 517-1461	Active	▼

**Team Member Details**

**Contact**

\* First Name

\* Last Name

\* Email Address

\* Phone Number

**User Details**

\* Primary Location

\* Permissions

**None**

**None**

Lee County

Albany, Tri-County Animal Shelter

Cancel Save



# Thank you

For additional support, please use the Help section in **kynect resources** or email [kynectresources@ky.gov](mailto:kynectresources@ky.gov)